FINANCIAL REPORT JUNE 30, 2006

Michigan Department of Treasury 496 (02/06)

Auditing	Procedures	Report
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			Procedu 2 of 1968, as		port nd P.A. 71 of 1919	as ed ence					
Loca	l Unit	of Gov	vernment Type	3	<u></u>		Local Unit Na			County	
	Count	ty	□City	□Twp	∐Village	⊠Other	Benton H	arbor Public Library		Berrien	
	al Year		200		Opinion Date	- 04 000	•	Date Audit Report Submit			
	ne 3				Novembe	r 21, 200	o 	February 8, 2007			
We a	affirm	that	:								
			•		s licensed to p						
					erial, "no" res ments and red			osed in the financial state	ments, inclu	uding the notes, or in the	
	YES	8	Check ea	ch applic	cable box bel	low. (See	instructions fo	or further detail.)			
1.	×				nent units/fun es to the finar				nancial stat	ements and/or disclosed in the	
2.	×							unit's unreserved fund ba budget for expenditures.		estricted net assets	
3.	×		The local	unit is in	compliance w	ith the Uni	form Chart of	Accounts issued by the D	Department	of Treasury.	
4.	×		The local	unit has a	adopted a bud	lget for all	required fund	s.			
5.	×		A public h	nearing on	the budget w	as held in	accordance	with State statute.			
6.	×		The local	unit has r		e Municipa	al Finance Ac	t, an order issued under t	he Emerger	ncy Municipal Loan Act, or	
7.	×		The local	unit has r	not been delin	quent in d	istributing tax	revenues that were colle	cted for ano	ther taxing unit.	
8.	×		The local	unit only	holds deposit	s/investme	ents that comp	oly with statutory requirem	nents.	·	
9.	×		The local	unit has r	no illegal or ur	nauthorize	ed expenditures that came to our attention as defined in the <i>Bulletin for ichigan</i> , as revised (see Appendix H of Bulletin).				
10.	×		There are	no indica not been	ations of defal previously co	cation, fra	ud or embezz ed to the Loc	lement, which came to ou	ır attention o	during the course of our audit . If there is such activity that h	
11.	X		The local	unit is fre	e of repeated	comment	s from previou	us years.			
12.	X		The audit	opinion is	s UNQUALIFI	ED.					
13.	×				complied with		or GASB 34	as modified by MCGAA S	tatement #7	and other generally	
14.	×		·				prior to paym	ent as required by charte	r or statute.		
15.	X		To our kn	owledge,	bank reconci	liations tha	t were review	ved were performed timely	y .		
incl des	uded cripti	in t ion(s	his or any) of the aut	other aud hority and	dit report, no d/or commissi	r do they on.	obtain a star			the audited entity and is not name(s), address(es), and a	
We	hav	e en	closed the	followin	g:	Enclose	d Not Requ	red (enter a brief justification	1)		
Fin	ancia	al Sta	atements			\boxtimes					
The	e lette	er of	Comments	and Rec	ommendation	s	No comr	nents or recommendation	s		
Oth	ner (D	escrit	pe)								
			Accountant (F	•	ublic Accour	itant	ı	Telephone Number 269-429-7364			
Stre	et Add	iress	in Drive					City St. Joseph	State MI	Zip 49085	
			Signature	10			Printed Name	3 000pii	License		
				13.	M		Laverne Bre	euker	7368		

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BENTON HARBOR PULBIC LIBRARY MANAGEMENT DISCUSSION AND ANALYSIS FISCAL YEAR ENDED JUNE 30, 2006

Using This Annual Report

This annual report consists of three parts: Management's discussion and analysis; basic financial statements; and required supplementary information. The combination of these parts will show how the Library's services were financed in the short-term, as well as indicate what remains for future spending.

Condensed Financial Information

The tables below contain key financial information in a condensed format. Figures for both 2005 and 2006 are listed for comparison.

Summary of Net Assets		<u>2006</u>	<u>2005</u>			
Current Assets Capital Assets	\$	580,196 419,664	\$ _	643,023 404,394		
Total Assets	\$	999,860	\$	1,047,417		
Current Liabilities Long-term Liabilities	\$ —	26,604 24,463	\$ _	163,749 22,756		
Total Liabilities	\$	51,067	\$	186,505		
Net Assets Restricted Unrestricted Invested in Capital Assets Total Net Assets	\$ 	30,100 499,029 419,664 948,793	\$ 	30,100 426,418 404,394 860,912		
Results of Operations		<u>2006</u>		<u>2005</u>		
Revenue Property Taxes Renaissance Zone Penal Fines Township Contract State Aid Interest Gifts and Memorials Miscellaneous	\$	267,702 80,358 258,505 139,340 19,926 20,121 21,894 6,892	\$	291,418 76,529 275,972 136,311 23,990 8,086 10,264 6,127		
Total Revenue	\$	814,738	\$	828,697		
Expenses - Library Services		726,828	_	696,800		
Change in Net Assets	<u>\$</u>	87,910	<u>\$</u>	131,897		

The Library as a Whole

The Library's net assets increased by 10.8 percent during the year. This was due to revenue exceeding expenses by \$87,910.

The Library's primary source of revenue is from City property taxes which represent 32.9 percent of the total revenue. The Library's second largest source of revenue is from County penal fines which represent 31.7 percent of the total revenue. The Library's third source of revenue is an annual contract payment from Benton Township which represents 17.1 percent of total revenue.

Salaries and fringe benefits account for approximately 64.9 percent of the general operating expenditures. This is the largest expenditure in the total budget.

The second largest expenditure of the general operating budget was for materials for use by the Library's patrons (books, periodicals, newspapers, and audiovisual items) which represent 13.3 percent of the total budget.

The remaining expenditures are for utilities, supplies, building maintenance, and other expenses associated with the operation of the Library building.

Library's Budgetary Highlights

The fiscal year that ended on June 30, 2006 saw increased stability in Library operations. Gains from previous years were consolidated with increased emphasis on tailoring the collections to our users' needs. Technology updates were completed on schedule. Also, initial steps were taken by the Library Director and the Board to start the planning process for an extensive renovation of the Library building.

Resignations and retirements over the past five years have reduced staff hours to the lowest level in two decades. Despite this, the staff has continued to provide a level of service to the public that is at least equal to, and often greater than, the service of previous years.

The Library's fiscal health has continued to improve. After the audit adjustments the Library had a total fund balance of \$553,592 which would be enough to fund normal operating expenses in similar circumstances for approximately 9.3 months.

Contacting the Library's Management

This financial report is designed to provide our citizens, taxpayers, and other interested parties with a general overview of the Library finances and to demonstrate the Library's accountability for the resources that it receives. If you have questions about this report or need additional information, please contact the following individual:

Frederick J. Kirby, Library Director Benton Harbor Public Library 213 East Wall Street Benton Harbor, MI 49022

269-926-6139

libraryfik@yahoo.com

Laverne Breuker

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> Phone 269-429-7364 Fax 269-429-7336

November 21, 2006

Library Board Benton Harbor Public Library Benton Harbor, Michigan

I have audited the accompanying financial statements of the Benton Harbor Public Library as of and for the year ended June 30, 2006 as listed in the table of contents. These financial statements are the responsibility of the Library's manangement. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position and changes in financial position of the Benton Harbor Public Library as of and for the year ended June 30, 2006, in conformity with generally accepted accounting principles.

As described in Note 1, the Library adopted Governmental Accounting Standards Board Statement Number 34.

The management's discussion and analysis and budgetary comparison information on pages 1, 2 and 11 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion on it.

Laverne Breuker

BENTON HARBOR PUBLIC LIBRARY GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET ASSETS JUNE 30, 2006

	General Fund Modified Accrual <u>Basis</u>			ljustments Note 10)		tatement of <u>Assets</u>
Assets Cash (note 2)	\$	474.007	¢		æ	474 007
Accounts receivable	Ф	474,987 90,359	\$	-	\$	474,987 90,359
Taxes receivable		300		_		300
Prepaid expenses		14,550		_		14,550
Capital assets (net of accumulated depreciation)			_	419,664		419,664
Total assets	<u>\$</u>	580,196	<u>\$</u>	419,664	<u>\$</u>	999,860
Liabilities						
Accounts payable	\$	13,808	\$	_	\$	13,808
Accrued payroll		12,796		-		12,796
Accumulated employee benefits			_	24,463	-	24,463
Total liabilities	<u>\$</u>	26,604	\$	24,463	<u>\$</u>	51,067
Fund balance/Net assets						
Reserved (note 3)	\$	30,100	\$	(30,100)	\$	_
Unreserved		523,492	_	(523,492)		
Total fund balance	<u>\$</u>	553,592	<u>\$</u>	(553,592)	\$	
Total liabilities and fund balance	\$	580,196				
Net assets						
Invested in capital assets			\$	419,664	\$	419,664
Restricted				30,100	•	30,100
Unrestricted				499,029		499,029
Total net assets			\$	948,793	\$	948,793

BENTON HARBOR PUBLIC LIBRARY STATEMENT OF GOVERNMENTAL FUND REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE/STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2006

	General Fund Modified Accrual <u>Basis</u>			Adjustments (Note 10)		Statement of Activities	
Revenues							
Taxes (notes 4)	\$	348,060		-	\$	348,060	
Penal fines (note 5)		258,505		-		258,505	
Charges for services - townships (note 6)		139,340		-		139,340	
Gifts and memorials (note 7)		21,894		_		21,894	
State aid and grants		19,926		_		19,926	
Interest		20,121		-		20,121	
Miscellaneous		6,892		<u>-</u>	_	6,892	
Total revenue	\$	814,738	_	<u>-</u>	<u>\$</u>	- 814,738	
Expenses							
Salaries and wages	\$	338,743	\$	1,707	\$	340,450	
Fringe benefits	*	141,892	Ψ	1,707	Ψ	141,892	
Books and related materials		98,686		(88,367)		10,319	
Repairs and maintenance		54,360		(00,001)		54,360	
Professional services		7,047		_		7,047	
Memberships and dues		12,391		_		12,391	
Conferences and travel		1,551		_		1,551	
Insurance and bonds		7,955		_		7,955	
Utilities		50,545		_		50,545	
Capital outlay		9,971		(6,164)		3,807	
Miscellaneous		17,278		-		17,278	
Depreciation		-	_	79,233		79,233	
Total expenses	<u>\$</u>	740,419	\$	(13,591)	<u>\$_</u>	726,828	
Excess of revenues over expenditures/							
Change in net assets	\$	74,319	\$	13,591	\$	87,910	
Fund balance/Net assets - July 1, 2005		110 171		·	•		
	_	449,174	_	<u>411,709</u>	_	860,883	
Fund balance/Net assets - June 30, 2006	\$	523,493	\$	425,300	\$	948,793	

BENTON HARBOR PUBLIC LIBRARY NOTES TO FINANCIAL STATEMENTS JUNE 30, 2006

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Benton Harbor Public Library (the "Library") conform to accounting principles generally accepted in the United States of America, as applicable to governmental units. The following is a summary of the significant accounting policies:

In June 1999, the Governmental Accounting Standards Board issued Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. Certain of the significant changes in the Statement include the following:

A Management Discussion and Analysis section providing an analysis of the Library's overall financial position and results of operations.

Financial statements prepared using full accrual accounting for all of the Library's activities.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

A. Reporting Entity

The Library is located in Benton Harbor, Michigan and is governed by an appointed seven-member board. The Library is primarily funded through a tax levy, fines and fees, and charitable donations. Revenue is used to operate and staff the Library. The accompanying general purpose financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. Based on the significance of any operational or financial relationships with the Library there are no component units to be included on these financial statements.

B. Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of net assets includes and recognizes all long-term assets and receivables as well as long-term debt and obligations. The Libarary's net assets are reported in three parts - invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets.

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenue includes (1) charges to library patrons who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meet the operational or capital requirements of a particular function or segment. Taxes and other items are not properly included among program revenues, and are reported instead as general revenue.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose the Library considers revenue to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, state-shared revenue, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be available only when cash is received by the Library.

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library.

C. Capital Assets

Capital assets are defined by the Library as assets with an initial cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Furniture and fixtures 10 years
Equipment 3 - 10 years
Improvements 5 - 30 years
Library books and materials 3 - 10 years

The Library has a collection of art work, statuary and historical memorabilia presented for public exhibition and education that is being preserved for future generations. The collection is not capitalized or depreciated as part of capital assets.

- BENTON HARBOR PUBLIC LIBRARY NOTES TO FINANCIAL STATEMENTS - Continued JUNE 30, 2006

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

D. Budget and budgetary accounting

An operating budget is developed at the beginning of each fiscal year by the Library Director. The budget is submitted to the Library Board for review and approval. The budget was prepared on a basis consistent with accounting principles generally accepted in the United States of America.

E. Compensated Absences

The Library's employees earn vacation and sick leave in varying amounts based on length of service. Unused vacation pay and sick leave may be accumulated and carried over to a subsequent year, subject to restrictions. Accumulated vacation pay is paid at the time of an employee's termination or retirement. A portion of accumulated sick leave may, under some circumstances, be paid upon retirement.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

G. Risk Management

The Library has purchased commercial insurance for risks of loss, including torts; theft of, damage to, and destruction of assets; errors and omisssions; workers' compensation and employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in the past fiscal year.

H. Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

NOTE 2 - CASH

The amount reflected as cash in the balance sheet is comprised of the following:

Certificates of deposit Checking account	\$ 64,738 410,044
Petty cash and cash on hand Total cash	 \$ 205 474,987

NOTE 3 - RESERVED FUND BALANCE

On April 19, 1988 the Library Board established a "Memorial Trust Fund". During the year ended June 30, 1990 the trust fund received 800 shares of Whirlpool Corporation stock, valued at approximately \$23,500. The income produced by the fund is to be used for "general library purposes" while the principal is to be used "only for a special project as may be later designated."

BENTON HARBOR PUBLIC LIBRARY NOTES TO FINANCIAL STATEMENTS - Continued JUNE 30, 2006

NOTE 4 - TAXES

The Library levies a 3 mill ad valorem tax on the assessed valuation of the property in the City of Benton Harbor.

NOTE 5 - PENAL FINES

Penal fines revenue includes the following allocated fines for the year ended June 30:

City of Benton Harbor	\$	104,695
Township of Benton	——	153,810
Total penal fines	\$	258,505

NOTE 6 - CHARGES FOR SERVICES - TOWNSHIPS

The Library provides services to all residents of the City of Benton Harbor and the Township of Benton. Under an agreement with Benton Township the Library receives penal fines allocated to the Township (see note 5) and an amount equal to .4 mills of assessed valuation for Benton Township. For the year ended June 30 this amount was \$139,340. Subsequent to year end the Library entered into a new agreement with the Township. The agreement, effective for three years, provides for a contractual amount of \$143,000 per year.

NOTE 7 - GIFTS AND MEMORIALS

During the year ended June 30, 2006 the Library received various gifts and memorials. Although only a portion of these gifts and memorials may be restricted, they are all used for specific capital or equipment purchases. At June 30 the status of these funds is as follows:

Receipts		
Donations	\$	19,407
Interest - trust fund		2,486
Total receipts	\$	21,893
Disbursements		
Books and periodicals	\$	522
Community promotions		386
Total disbursements	\$	908
Excess of receipts over/		
(under) disbursements	\$	20,985
Fund balance from prior year		113,009
Gift and memorial fund balance		
included in fund balance	<u>\$</u>	133,994

· BENTON HARBOR PUBLIC LIBRARY NOTES TO FINANCIAL STATEMENTS - Continued JUNE 30, 2006

NOTE 8 - RENTS

Beginning with the fiscal year ended June 30, 1974, Library rent of \$18,100 has been paid to the Benton Harbor Building Authority by the Benton Harbor Permanent Public Improvement Fund.

NOTE 9 - PENSION

For the years ended June 30, 1982 and prior the Benton Harbor Public Library employees participated in the City of Benton Harbor Employees' Retirement System. During the year ended June 30, 1983 substantially all of the employees of the Library withdrew from that system, and established an employer contributed Individual Retirement Account. For the year ended June 30, 2006 the Library contributed \$34,350 to these accounts.

NOTE 10 - RECONCILIATION OF FUND FINANCIAL STATEMENTS TO GOVERNMENT-WIDE FINANCIAL STATEMENTS

Total fund balance and the net change in fund balance of the Library's governmental fund differs from net assets and changes in net assets of the governmental activities reported in the statement of net assets and statement of activities. This difference primarily results from the long-term economic focus of the statement of net assets and statement of activities versus the current financial resources focus of the governmental fund balance sheet and statement of revenue, expenditures, and changes in fund balance. The following are reconciliations of fund balance to net asets and the net change in fund balance to the net change in net assets:

Total fund balance - modified accrual basis	\$ 553,592
Capital assets are not financial resources, and are not reported in the funds	419,664
Compensated absences are included as a liability	 (24,463)
Net assets of general fund - full accrual basis	\$ 948,793
Net change in fund balance - modified accrual basis	\$ 74,319
Amounts reported in the statement of activities are different because:	
Capital outlays are reported as expenditures in the statement of revenue, expenditures, and changes in fund balance; in the statement of activities these costs are allocated over the estimated useful lives as depreciation:	
Library books and materials Furniture and equipment	88,367 6,164
Depreciation	(79,233)
Increase in the accrual for long-term compensated absences reported as an expenditure in the statement of activities, but	
not in the fund statements	 <u>(1,707</u>)
Change in net assets of general fund - full accrual basis	\$ 87,910

BENTON HARBOR PUBLIC LIBRARY BUDGETARY COMPARISON SCHEDULE FOR THE YEARS ENDED JUNE 30

	2006 2006 Over Budget Actual (under)			2005 Actual				
Revenues								
Taxes	\$	326,000	\$	348,060	\$	22,060	\$	367,937
Penal fines		262,000		258,505	•	(3,495)	•	275,972
Charges for services - townships		139,000		139,340		340		136,311
Gifts and memorials		12,000		21,894		9,894		10,264
State aid and grants		24,000		19,926		(4,074)		23,990
Interest		9,000		20,121		11,121		8,086
Miscellaneous		10,000		6,892		(3,108)		6,127
Total revenue	<u>\$</u>	782,000	\$	814,738	\$	32,738	\$	828,687
Expenses								
Salaries and wages	\$	340,000	\$	338,743	\$	(1,257)	¢	331,091
Fringe benefits	•	144,500	•	141,892	•	(2,608)	Ψ	142,967
Office supplies		12,500		11,177		(1,323)		10,872
Repairs and maintenance		56,600		54,360		(2,240)		79,749
Professional services		8,000		7,047		(953)		7,427
Telephone		5,000		1,938		(3,062)		4,989
Conferences and travel		4,000		1,551		(2,449)		1,402
Insurance and bonds		9,000		7,955		(1,045)		8,135
Public utilities		51,600		49,268		(2,332)		42,943
Equipment rent		2,800		2,750		(50)		2,850
Membership and dues		10,500		12,391		1,891		9,693
Community promotion		2,000		2,353		353		1,375
Gift and memorial expenses		12,000		522		(11,478)		2,743
Furniture, fixtures, and equipment		14,000		9,449		(4,551)		3,520
Books, films, periodicals, etc.		102,500		98,686		(3,814)		96,826
Miscellaneous expenses	_	2,000	_	337		(1,663)		888
Total expenses	<u>\$</u>	777,000	<u>\$</u>	740,419	\$	(36,581)	\$	747,470
Excess (deficit) of revenues								
over expenses	\$	5,000	\$	74,319	\$	69,319	\$_	81,217